

**Memorandum of the Meeting  
 Regular Study Session/Meeting  
 Twenty-Seventh Town Council of Highland  
 Monday, January 05, 2015**

The regular study session of the Twenty-Seventh Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, January 05, 2015** at the time of 7:10 o'clock p.m.

**Silent Roll Call:** Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steven Wagner, and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

*Also present:* Ed Dabrowski IT Director (Contract); and Randy Bowman, Assistant Inspector for Electrical were also present.

**General Substance of Matters Discussed**

1. *Discussion regarding Appointments for 2015.* The Town Council discussed the several appointments due for renewal in 2015. These included the appointments to the Plan Commission, Park and Recreation Board, Town Board of Metropolitan Police Commissioners, Redevelopment Commission, Board of Waterworks Directors, Board of Sanitary Commissioners, Lake County Solid Waste Management District Board of Directors, Lake County Public Safety Communication Commission, Main Street Bureau Board of Directors, Traffic Safety Commission and the Community Events Commission.

The discussion included finding appropriate successors to Bridget DeYoung and Heather Peterson both who have indicated their desire not to be reappointed to the Redevelopment Commission.

The assignment of Board, Commission and Departmental Liaisons were discussed. The discussion included the assignment of the Chamber of Commerce liaison.

2. *Discussion regarding Results of the Request for Proposals for Newsletters Printing.* The Town Council and the Clerk-Treasurer discussed the results of the RFP soliciting printers for the monthly newsletters. Currently, the newsletter is printed by CJ Printing of Highland.

The Clerk-Treasurer presented the solicitation notice and the base specification of two color printing and the optional specification of four color printing.

The Clerk-Treasurer reported that there were five printers to whom a request for proposals were sent. He further noted that only three replied, Baxter Printing, Highland, CJ Printing, Highland and Lithographic Communications, Munster, Indiana.

The following results were reported:

Printer	Basic Quote Unit	Monthly Cost	Annual Cost
CJ Printing	9.9¢ per piece	\$ 990.00	\$ 11,880.00
Baxter Printing	12.95¢ per piece	\$1,295.00	\$ 15,540.00
Lithographics	5¢ per piece	\$ 500.00	\$ 6,000.00
Printer	Alt. Quote Unit	Monthly Cost	Annual Cost
CJ Printing	17.8¢ per piece	\$ 1,780.00	\$ 21,360.00

Baxter Printing	14.95¢ per piece	\$ 1,495.00	\$ 17,940.00
Lithographics	7¢ per piece	\$ 700.00	\$ 8,400.00

The Town Council discussed the several iterations. It was noted that all but Lithographics were union shops. The Town Council asked that a sample of a newsletter be obtained from Lithographics before it considered action.

3. The Town Council discussed the possible amendment of the purchasing code to adjust for the time value of money. The clerk-treasurer reported using an inflation calculator to recommend that the basic purchase threshold be changed from its current 1997 established rate of \$10,000 to the new rate of \$15,000. He also discussed a provisions to allow for the selection of certain services related to financial reporting, and the annual renewal of software licenses provided the initial license and provider were approved by a purchasing authority.
4. The Town Council discussed the permissible use of take home vehicles. The Clerk-Treasurer noted that the older policy provided no personal use except commuting to and from work. He further noted the change in the policy in late 2007 that allowed for reasonable personal use and the requirement of fully documenting business and personal mileage. The personal use would be taxable. It was further noted that family members could be passengers but could not operate the vehicle.

The Town Council further discussed the reasonable personal use provisions and the issue of negative public perception conveyed by even permissible uses in some cases under the terms of our Compensation and Benefits Ordinance.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, January 05, 2015**, was adjourned at 8:30 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer